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| --- | --- |
| **2012 VET Teacher Training Hospitality – Food and Beverage**  **corp-comms:1A_DEC_logo_stationery:Logos:PNGs:DEC_Black.pngApplication Form**  **(*Please read the “Hospitality Application Guidelines” before completing this form*)** | Applicant’s photograph  Please attach a recent passport size photo which shows a full front view of your head and shoulders. If your photo is larger than indicated, please trim to size. Please sign reverse of photograph before attaching. |

**1. APPLICANT DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DEC ID number | | |  | | |
| Title | First Name | Last Name | | | |
|  |  |  | | | |
| Residential address | | | | | |
|  | | | | | |
|  | | | | Postcode |  |
| Home phone | | | Mobile phone | | |
|  | | |  | | |
|  | | | | | |
| Email *(your* ***@DET.nsw.edu.au*** *email is preferred)* | | | | | |
|  | | | | | |

*Note: Training and event information is emailed directly to the teacher.*

**2. CURRENT POSITION**

Employment status in the NSW Department of Education and Communities

|  |  |  |  |
| --- | --- | --- | --- |
|  | Permanent full-time |  | Above Establishment |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Permanent part-time |  | Temporary |

|  |  |  |  |
| --- | --- | --- | --- |
|  | LWOP *(permanent only)* |  | Casual |

**3. TEACHING PROFILE**

Name of school School code

|  |  |
| --- | --- |
|  |  |

Principal's name

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | First name | | Surname | |
|  |  | |  | |
| School address | | | | |
|  | | | | |
|  | | | | |
| School phone | |  | | School fax |
|  | |  | |  |

Regional Vocational Education Consultant (RVEC) Region

|  |  |
| --- | --- |
|  |  |

**4. SUBJECT INFORMATION**

Information about subject specialisations is required to determine whether a teacher meets the agreed entry requirements (benchmark) for training to deliver a VET course. Please list the subjects for which you have DEC **accreditation to teach** (this information is available on the DET Portal in Employee Self Service - ESS):

|  |  |  |
| --- | --- | --- |
| **Subject code** | **Subject name** | **No. years taught** |
| *Eg. VHO* | *Hospitality – Commercial Cookery* | *8* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**5. REASON FOR TRAINING**

|  |  |
| --- | --- |
|  | Additional classes |

|  |  |
| --- | --- |
|  | Introduce new course (extend school curriculum) |

|  |  |  |
| --- | --- | --- |
|  | Other reason: |  |

|  |  |
| --- | --- |
|  | Replacement (Complete Section 6 below) |

List all classes in **Hospitality – Food & Beverage** for2012 at your school

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Classes  (Year **11**) | No. of students |  | Classes  (Year **12**) | No. of students |
|  |  |  |  |

List all teachers trained in **Hospitality – Food & Beverage** (✓Indicate if Head Teacher)

|  |  |
| --- | --- |
|  |  |
|  |  |

**Entry Pathway:**

|  |  |
| --- | --- |
|  | Accreditation to deliver Food Technology |

|  |  |
| --- | --- |
|  | AQF qualification aligned to hospitality or catering |

|  |  |
| --- | --- |
|  | Recent & relevant hospitality industry experience |

**6. FOR REPLACEMENT APPLICANTS ONLY**

Who is being replaced?

|  |
| --- |
|  |

Why is replacement necessary? *(eg. extended leave, transfer, etc.)*

|  |
| --- |
|  |

If replacement is the result of a transfer, to which school has the trained teacher transferred?

|  |
| --- |
|  |

**7. APPLICATION FOR ENTRY OR EXEMPTION**

This section is only to be completed by the applicant if seeking entry into the training program from outside the entry requirements OR exemption from components of the training program *(please tick appropriate box/s AND provide relevant evidence).*

|  |  |
| --- | --- |
|  | **ENTRY** into training from outside entry requirements |

*(Provide evidence of industry experience or relevant qualifications)*

|  |
| --- |
| **AND / OR** EXEMPTION from: |

|  |  |
| --- | --- |
|  | **Industry Specific Training** |

*(Include current training package qualifications and transcripts)*

|  |  |
| --- | --- |
|  | **Industry Placement and Assessment** |

*(Include copy of job description, references and supporting*

*evidence)*

|  |  |
| --- | --- |
|  | **Certificate IV Training & Assessment** (TAE40110/TAA40104) |

**8. FUNDING SOURCE FOR TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
| **✓** | **Funding Source**  (please indicate by selecting one box only) | **Signature of Approval**  **School Principal** | **Signature of Approval for RVEC**  Funding Source RTO or Self (where applicable) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **1. Replacement** *(Semester 1 ONLY)*  *The school supports the training of the applicant.* |  |  |  |
| *Signature of School Principal* | *Signature of RVEC* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **2. Allocation** *(Semester 2 ONLY)*  *The school supports the training of the applicant.* |  |  |  |
| *Signature of School Principal* | *Signature of RVEC* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **3a. RTO**  *The* ***RTO*** *agrees to meet the costs associated with training.* |  | **3b. RTO**  *The school supports the training of the applicant.* |  |
| *Signature of School Principal* | *Signature of RVEC* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **4. School**  *The* ***School*** *agrees to meet the costs associated with training.* |  |  |  |
| *Signature of School Principal* | *Signature of RVEC* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **5a. Self**  *For casuals engaged in temporary positions. The school supports the training of the applicant.* |  | **5b. Self**  *I agree to meet the costs associated with training.* |  |
| *Signature of School Principal* | *Signature of Applicant* |

**9. DECLARATION BY PRINCIPAL**

* The information on the attached teacher profile is correct.
* The school understands the nature and extent of the VET teacher training program and agrees to support and release the teacher to complete the training requirements.
* The school is aware of and able to meet the syllabus and resource requirements of this course.
* Selected funding source must be accompanied by appropriate signatures.

|  |  |
| --- | --- |
|  |  |
| *Signature of Principal* | *Date* |

**Privacy Notice**

The information provided by the applicant is being obtained for the purpose of the administration of the 2012 *VET Teacher Training Program* by the NSW Department of Education and Communities. It will be used by the NSW Department of Education and Communities for consideration of the applicant’s admission to the Program and ongoing participation in the Program.

Other persons and/or agencies that will or may be provided with this information are other education authorities in both the public and private sector. Reasons for the collection and disclosure of information are for the purposes of consideration of the applicant’s application to participate in the Program, the applicant’s participation in the Program and other purposes relevant to the proper and prudent management of the NSW Department of Education and Communities VET Teaching Training Program.

The information is provided as part of the applicant’s applying voluntarily to participate in VET Teacher Training. The information will be stored securely.

The applicant may correct any *personal information* provided at any time by contacting VET Teacher Training on 02 9244 5141.

**10. DECLARATION BY APPLICANT**

I understand that if offered a position in the 2012 *VET Teacher Training Program*, I will be obliged to sign an ACCEPTANCE OF VET TEACHER TRAINING, stating that I:

* have read the relevant VET Teacher Training information concerning the training program for the Hospitality – Food and Beverage industry curriculum framework,
* am aware that unless otherwise advised, I will be required to attend all components of the training program, and
* understand that training may be held at venues which may require travel. In some circumstances, overnight accommodation may be required.

All costs associated with participation in the training program will be met from the funding source outlined above. I am aware that all components of this training program will need to be completed within **SIX MONTHS** of commencing training. Failure to complete training within this timeframe may result in the withdrawal from training, incurring additional costs to my school or region, and could jeopardise student accreditation. **VET Teacher Training will only pay the original enrolment fee for TAFE. Teachers who do not meet the TAFE deadlines will be responsible for any re-enrolment fees.**

I certify that the information I have provided on this form is accurate and complete. In applying, I acknowledge that personal information about me will be provided to the NSW Department of Education and Communities (DEC) and that in the interest of proper and prudent management of its training program, the DEC may liaise with and share information about me with other education authorities in both the public and private sectors.

|  |  |  |  |
| --- | --- | --- | --- |
| **Statement of understanding:**  I have | | | |
| 🔿 Completed ***all*** sections of this application form.  🔿 Attached ***copies*** of supporting evidence including my university academic transcript. | |
|  |  |
| *Signature of Applicant* | *Date* |

**Hospitality Application Guidelines**

**Courses:**

**CERTIFICATE I Hospitality (Kitchen Operations) SIT10307¹**

**CERTIFICATE II Hospitality (Kitchen Operations) SIT20307² or**

**CERTIFICATE II Hospitality SIT20207³**

***1. For commercial cookery and food and beverage stream 2.Commercial cookery stream 3. Food and Beverage stream***

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Entry Requirements:

* Accreditation to deliver Food Technology: Staffing code FTY

or

* Current Australian Qualifications Framework (AQF) qualification aligned to hospitality or catering

or

* Recent and relevant experience in the hospitality industry

If you meet any one of the entry requirements, complete a Commercial Cookery or Food and Beverage 2012 Application Form and send this to your Regional Vocational Education Consultant

**When applying for a place in the Hospitality Training Program applicants need to commit to the following:**

**1. Training Timeline Semester 1, 2012**

***IF YOU ARE UNABLE TO COMMIT TO ATTENDING TRAINING ON THE DATES INDICATED BELOW AND MEETING THE SUBMISSION REQUIREMENTS FOR THE ON-LINE UNITS OF COMPETENCY FOR THE ENTIRE SEMESTER, DO NOT APPLY FOR TRAINING. STAGE 7 IS COMPLETED CONCURRENTLY WITH STAGES 4- 6. IN STAGES 1-6, YOU MUST COMPLETE THE STAGE WITHIN THE TIMEFRAME BEFORE YOU CAN PROGRESS TO THE NEXT STAGE.***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Semester 1 2012 cohort** | | |
| Due date | | Action |
| 6 February | | Application form to RVEC |
| 17-21 February | | Applicants advised of acceptance into training. Link to website to complete on-line units of competency provided. |
| Stage 1 | 9 March | | **Completion** of on-line units of competency for:  SITHCCC003B Receive and store kitchen supplies  SITHCCC004B Clean and maintain kitchen premises  SITXOHS002A Follow workplace hygiene procedures |
|  | | **12-16 March training will occur in Sydney** | |
| Stage 2 | 12 & 13 March | | Orientation methodology program for Hospitality |
| Stage 3 | 14-16 March | | Completion of practical units of competency by face-to-face delivery for:  SITHCCC001B Organise and prepare food  SITHCCC002A Present food  SITHCCC007A Prepare sandwiches |
| Stage 4 | 5 April | | Completion of on-line units of competency for:  SITXCOM001A Work with colleagues and customers  SITXCOM002A Work in a socially diverse environment  SITXOHS001B Follow health, safety and security procedures |
|  | | **23 April – 11 May training location to be advised** | |
| Stage 5 | 23 April – 11 May | | Complete 5 day program to complete remaining units of competency to achieve one of the following qualifications:  Certificate II in Hospitality (food and beverage stream)  Certificate II in Hospitality (Kitchen Operations)[commercial cookery stream] |
| Stage 6 | 14 May – 29 June | | Complete required number of service periods (details advised at conclusion of 5 day training program) |
| Stage 7 | 19 March – 8 June | | Complete project to obtain Certificate IV in Training and Assessment |

**2. Resource**

HSC online:[**http://hsc.csu.edu.au/hospitality/**](http://hsc.csu.edu.au/hospitality/)

**3. Basic computer requirements for completing online units**

**Software Hardware**

|  |  |
| --- | --- |
| **Operating system:** Widows 2000, XP, Vista, | **CPU:** Pentium 1GHz |
| **Browser:** MS Internet Explorer 6.0 | **RAM:** 256MB |
| **Flash Player Plug-in:** Version 8 | **Graphics Card:** 32-bit colours |
| **Javascript:** Enabled | **Monitor:** 1024x786 |

**4.** **Commercial Cookery Uniform and Equipment Required for Certificate I and II Hospitality (Kitchen Operations)**

**Chef Uniform list:**

|  |  |
| --- | --- |
| White Chefs Jacket | Black & White Check Trousers |
| White Waist Apron | Chef Paper Hat x 3 |
| White Neckerchief and white buttons | Black leather closed in shoes with non-slip rubber soles |

**Tool box equipment list**

|  |  |
| --- | --- |
| Cooks Knife 25cm | Piping Bag 40cm (Made in Germany) |
| Boning Knife 12cm | Plain Piping Tubes 3mm, 5mm & 10mm |
| Filleting Knife 20cm | Star Piping Tubes 5mm & 10mm |
| Turning Knife | Silicon Pastry Brush |
| Paring Knife | Rubber Econome |
| Meat Carving Fork | Tea Towel |
| Sharpening Stone | Oven Cloth |
| Sharpening Steel 30cm | Tongs S/Steel |
| Palette Knife 20cm | Dial Thermometer |
| Plastic Scraper | 2 Basting Spoons |
| Vegetable Peeler S/Steel | Apple Corer |
| Sauce Whisk | Knife, Fork & Spoon |
| Non-Wood Spoon | Plastic Tool Box & Lock |

**5.** **Food and Beverage Uniform** **list required for Certificate II Hospitality (Food and Beverage)**

|  |  |
| --- | --- |
| White cotton/polyester long sleeved shirt with structured collar | Black business tie |
| Black waiters or business poly/viscose trousers or black knee length skirt | Black socks (plain) or black pantyhose (plain) |
| Black tailored vest | Black leather closed in shoes with non-slip rubber soles (heels no higher than 5cm) |

**6. Training Timeline Semester 2, 2012**

***IF YOU ARE UNABLE TO COMMIT TO ATTENDING TRAINING ON THE DATES INDICATED BELOW AND MEETING THE SUBMISSION REQUIREMENTS FOR THE ON-LINE UNITS OF COMPETENCY FOR THE ENTIRE SEMESTER, DO NOT APPLY FOR TRAINING. STAGE 7 IS COMPLETED CONCURRENTLY WITH STAGES 4- 6. IN STAGES 1-6, YOU MUST COMPLETE THE STAGE WITHIN THE TIMEFRAME BEFORE YOU CAN PROGRESS TO THE NEXT STAGE.***

|  |  |  |
| --- | --- | --- |
|  | **Semester 2 2012 cohort** | |
| Due date | Action |
| 12 June | Application form to RVEC |
| 22-26 June | Applicants advised of acceptance into training. Link to website to complete on-line units of competency provided. |
| Stage 1 | 11 August | **Completion** of on-line units of competency for:  SITHCCC003B Receive and store kitchen supplies  SITHCCC004B Clean and maintain kitchen premises  SITXOHS002A Follow workplace hygiene procedures |
|  | | **13 – 17 August training will occur in Sydney** |
| Stage 2 | 13 & 14 August | Orientation methodology program for Hospitality |
| Stage 3 | 15-17 August | Completion of practical units of competency by face-to-face delivery for:  SITHCCC001B Organise and prepare food  SITHCCC002A Present food  SITHCCC007A Prepare sandwiches |
| Stage 4 | 21 September | Completion of on-line units of competency for:  SITXCOM001A Work with colleagues and customers  SITXCOM002A Work in a socially diverse environment  SITXOHS001B Follow health, safety and security procedures |
|  | | **8 – 26 October training location to be advised** |
| Stage 5 | 8 – 26 October | Complete 5 day program to achieve one of the following qualifications:  Certificate II in Hospitality (food and beverage stream)  Certificate II in Hospitality (Kitchen Operations)[commercial cookery stream] |
| Stage 6 | 29 October – 7 December | Complete required number of service periods (advised at conclusion of 5 day training program) |
| Stage 7 | 20 August – 2 November | Complete project to obtain Certificate IV in Training and Assessment |